

**THE CITY OF BERWYN ILLINOIS
THOMAS G. SHAUGHNESSY
MAYOR
DEPARTMENT OF PUBLIC SAFETY
FRANK MARZULLO
DIRECTOR**

POSITION AVAILABLE

COMMUNICATIONS OPERATOR-POLICE DEPARTMENT: The City of Berwyn Police Department has immediate openings for a part-time L.E.A.D.S. certified Public Safety Telecommunicator. This part time position requires a commitment of approximately twenty (20) hours per week; hours and days of assignment will vary to meet the needs of the Berwyn Police Department. A communications operator receives telephone inquiries and requests for police, fire, and E.M.S. services; dispatches personnel and equipment to scenes of fire, police, and E.M.S. incidents and other public safety emergencies through the use of radio, telephone, and other methods. Duties include receiving and providing information promptly and efficiently, competent operation of automated communications equipment, performing related clerical tasks, monitoring police and fire movement and locations.

A communications operator can be exposed to an extreme stress level during periods of high volume public safety activity. Individuals with prior experience are encouraged to apply.

Requirements: L.E.A.D.S. certified, current and valid Illinois Driver's License, High School Diploma or G.E.D. certificate, some college preferred, have proficient computer skills, be able to read, write, and speak the English Language, bilingual in Spanish is desirable, but not required, and able to pass a background records check.

Starting Salary: \$14.00 per hour plus paid in service training and uniforms.

Applications may be obtained at the Berwyn Public Safety Center, 6401 W. 31st. Street, Berwyn, Illinois 60402.

- **ALL APPLICATIONS MUST BE RETURNED TO BERWYN CITY HALL, 6700 W. 26th. STREET, BERWYN, ILLINOIS 60402.***

The City of Berwyn is an Equal Opportunity Employer; Without regard to race, gender, color, ethnic origin, or any other legally protected status. The City of Berwyn is seeking qualified Black, White, and other Minority Applicants.